

<b>UNITED STATES ENVIRONMENTAL PROTECTION AGENCY</b> <b>HUMAN RESOURCES SHARED SERVICE CENTER</b>											
<b>Position Description Coversheet</b> <i>(Please read instructions on back)</i>						1. Position No. EPGS21043		2. Incumbency Allocation Only? May Not be IAed			
3. Reason for Submission <b>New</b>		4. Employing Office Location <b>Washington, D.C.</b>		5. Duty Station <b>Washington, D.C.</b>		6. BUS Code 8888					
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <b>Exempt - Administrative</b>		8. Financial Statements Required <b>OGE-278 Required</b>		9. Cybersecurity Code a. <b>000</b>					
		10. Position Status <b>Excepted (Specify in Remarks)</b>		11. Supervisory Status Code <b>8 - All Other Positions</b>		b. _____					
		12. Competitive Level Code		13. Competitive Area		14. Drug Testing <b>No</b>					
		15. Extramural %		16. Functional Class Code <b>NA</b>		17. Medical Monitoring					
		18. Position Sensitivity <b>Non-Sensitive</b>		19. Security Clearance <b>0 - Not Required</b>		20. Position Risk <b>3 - High</b>					
		21. Emergency Essential		22. Developmental Position <b>No</b>		23. Full Performance Level <b>GS-15</b>					
24. Position Classification		Official Title of Position				Pay Plan		Occupational Code		Grade	
a. Official Allocation		<b>Senior Advisor for Office of Water</b>				<b>GS</b>		<b>0301</b>		<b>15</b>	
25. Organizational Title of Position (if different from official title)						26. Name of Employee (if vacant, state such) <b>Schafer, Zachary B.</b>					
27. Department, Agency, or Establishment Hierarchy											
a. 1st Tier Org Code		1st Tier Org Description <b>U.S. Environmental Protection Agency</b>									
b. 2nd Tier Org Code <b>J0000000</b>		2nd Tier Org Description <b>Office of Water</b>									
c. 3rd Tier Org Code		3rd Tier Org Description									
d. 4th Tier Org Code		4th Tier Org Description									
e. 5th Tier Org Code		5th Tier Org Description									
<b>28. Supervisory Certification:</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor <b>Dan Utech, Chief of Staff</b>					b. Typed Name and Title of Higher-Level Supervisor or Manager <b>Dan Utech for Michael Regan, Administrator</b>						
Signature <b>DAN UTECH</b> Digitally signed by DAN UTECH Date: 2021.06.04 13:51:20 -04'00'				Date _____		Signature <b>DAN UTECH</b> Digitally signed by DAN UTECH Date: 2021.06.04 13:51:40 -04'00'				Date _____	
<b>29. Classification/Job Grading Certification:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.					<b>Information for Employees:</b> The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.						
a. Typed Name and Title of Official Classifying the Position <b>Barbara Dangler, HR Specialist</b>					30. Position Classification Standards Used in Classifying/Grading Position <b>PCF for Misc Admin &amp; Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90</b>						
Signature 				Date <b>6/9/21</b>							
31. Remarks  <b>Executive Resources position (Schedule C). Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.</b>											

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

# **Senior Advisor for Office of Water GS-0301-15**

## **Introduction**

The position is located in the immediate office of the Office of Water (OW) in the U.S. Environmental Protection Agency (EPA). The Senior Advisor for the Office of Water provides expert, independent, and confidential advice to OW's Assistant Administrator (AA) and other senior management. The incumbent also serves as a liaison with stakeholders internal and external to the Agency. OW provides Agency-wide policy, guidance and direction for the Agency's water quality, drinking water, groundwater, wetlands protection, marine and estuarine protection, and other water-related programs. Primary responsibilities include program policy development and evaluation; program policy guidance; overview, technical support, and evaluation of Regional activities; environmental and pollution source standards development; the conduct of enforcement, compliance and permitting activities as they relate to drinking water and water programs; development and implementation of programs for education, technical assistance and technology transfer; development of selected demonstration programs; long-term strategic planning and special studies; and development and implementation of pollution prevention strategies.

The proposed incumbent of the position, requested for Schedule C, exception will not be able to adequately perform their duties without being privy to the political, personal, and management philosophies of the AA. A confidential relationship of a Schedule C nature is imperative since the incumbent will speak for the AA and, as such, will be expected to reflect their supervisor's philosophies in conversations with leading figures of the government, business and other groups. The incumbent will also be obliged to present the views of the AA in correspondence and other communications with Agency managers and program officials.

## **Major Duties and Responsibilities**

1. As the Senior Advisor for Office of Water, provides independent technical, and policy advice to the AA on issues, policies, and legislative matters relating to the planning process, and recommends alternatives based on assessments, analysis, reports, general information, and other sources (as supplemented by a continuous awareness of major national issues and policies supported or advocated by members of Congress, the President, the Administrator, and other related individuals and groups).
2. Using continuous knowledge of emerging legislation and regulatory issues of interest to the AA and OW, anticipates areas of concern and provides recommendations to the AA and OW senior management. Identifies problem areas, develops and recommends solutions and specific policy initiatives in relation to highly urgent and sensitive operational and/or implementation matters. Arranges for the implementation of specific policies and recommendations, including

making action assignments to the appropriate organizational element. As directed, provides direction to and/or leads staff in the analysis of implementation of problems or issues reaching OW.

3. Maintains high level of interaction with OW's Office Directors, Deputy Office Directors, Division Directors and staff in order to independently monitor and assess progress on legislative and regulatory issues of concern to the AA and OW's mission and goals. Provides independent assistance to OW senior management in long range planning, policy formulation, implementation, control, and coordination of OW programs.
4. Represents the OW Assistant Administrator and the Agency at all levels of government including Federal, State, local agencies and at private industry and citizen groups; provides information and advice on OW's activities and programs. Interprets existing and proposed plans and policies. Applies a broad comprehensive knowledge of problems involved in effective relationships between various government levels, private industry and citizenry in striving to promote OW plans and programs of special significance to the national environmental protection efforts. The incumbent stimulates interests, elicits support, negotiates agreements at all these levels and advises OW management including the Assistant Administrator on courses of action which should be taken. Represents authoritatively the AA and OW in responding to external inquiries of considerable importance concerning Agency policies and positions on legislative and regulatory issues, including coordination of meetings, conferences, and policy forums.
5. Represents and speaks authoritatively for the AA and OW at important meetings and conferences involving high level officials of the Agency, other Federal agencies, State and local governments, citizen groups, and others. Presents the AA's point of view and explains policies and programs. Maintains continuous awareness of major national issues and policies supported by members of Congress, the President, the Administrator and other related individuals and groups. Since contacts typically have diverse viewpoints and motives, the incumbent will have to be persuasive to achieve a common understanding of the problem and a satisfactory solution. Influences managers or other officials to accept and implement findings and recommendations that support the AA's and OW's mission and objectives.
6. Keeps alert and informed on current policies, programs and procedures of OW, the Agency, and Congress. Prepares status reports and studies which pertain to problems of unusual breadth and intensity not normally within the purview of a specific statute or authority. Projects are generally far-reaching in impact, unique and require distinct and definite approaches. Makes recommendations to the AA and OW senior management on comprehensive proposals for increasing the Agency's regulatory flexibility.
7. Works with senior officials to coordinate guidelines and procedures to ensure uniformity of

approach and quality of accomplishment with existing and new Agency policies and standards. Provides the AA and OW senior management with an estimate of the current situation and advises on the probable effect within the Agency of actions the AA may wish to take. Engages in frequent dialogue with the AA on long-range views and provides an element of continuity in the mission of the Agency.

8. Performs special studies and prepares reports and position papers on urgent and sensitive matters of particular interest and concern to the AA and OW senior management. Acts to ensure that particular policies, viewpoints, needs, and concerns are clearly understood, and that conflicting views or controversial issues are resolved or synthesized. Conducts extensive investigation and analysis of largely undefined factors and conditions to determine the nature and scope of problems, and to devise and recommend solutions. Develops recommendations for problem resolution and monitors the implementation of such resolutions. Collaborates with senior leadership, providing advice on the need for changes in methods, procedures, and policies to strengthen programs or processes.
9. Performs other duties as assigned.

## **Factor Levels**

### **Factor 1 - Knowledge Required by the Position**

**Level 1-8; 1550 pts.**

Mastery of program and organizational analysis principles, methods, practices, techniques, and analytical methods. Skill to apply this mastery in developing new methods and approaches in planning, integrating and evaluating policies and programs for the Agency. Knowledge and skill to advise specialists inside and outside the Agency, as well as senior leadership and decision-makers, on issues of developing, communicating, or enhancing policy and program matters involving interaction with all of the Agency's public, both nationally and internationally.

Mastery of advanced management and organizational principles and practices along with a comprehensive knowledge of strategic planning, organizational design and analysis sufficient to perform long-range and short-range program planning, and policy and strategy development, and recommend implementation strategies which cut across all programs of the Office and have potential wide-ranging impact on program functions, personnel, facilities and budget. Ability to plan and manage multiple high-level and high-stakes projects with short deadlines; sets priorities.

Ability to perform policy analysis; knowledge of methods of evaluating the worth of program accomplishments; and ability to recommend action for improvement in the effectiveness of relationships between OW/Agency mandates and goals of stakeholders sufficient to develop, extend or modify the purpose, function or direction of national level policies and programs.

Comprehensive knowledge of Federal laws, regulations, policy, and issues that affect OW's work; EPA's and OW's mission, program responsibilities and the current status or decisions and policies; sequence of timing of key program events and milestones; and specialized terminology applicable to

the work sufficient to develop recommendations, objectives or programs to address the most urgent needs of the AA; and discuss and explain controversial aspects of policy with the AA and OW senior management.

In-depth knowledge of relationships with other governmental and non-governmental entities and public and private institutions; in-depth knowledge of relationships with organizations internal to OW and OW's relationships with other EPA organizations; ability to target data for historical research related to OW operations and relationships with outside parties; and analyze data collected.

Skill in written communication sufficient to organize and summarize large amounts of information; and write quickly and clearly on technical issues for both technical and non-technical audiences.

Skill in oral communication sufficient to make presentations to senior leadership and represent the AA and OW in public fora.

#### **Factor 2 - Supervisory Controls**

**Level 2-5; 650 pts.**

Incumbent serves as the AA and OW's senior advisor and authoritative expert who can provide objective analyses of programs, policies and processes. Incumbent is a recognized authority in the analysis and evaluation of policy and program issues and is subject only to administrative and policy direction concerning overall project priorities and objectives. Incumbent is typically delegated complete responsibility and authority to plan, schedule, and carry-out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. The supervisor provides administrative guidance solely in the form of general legislative, mission or policy direction. Incumbent has the highest degree of independence in seeking optimum solutions to problems. Completed work is broadly reviewed for adherence to mission or legislative direction and for assurance that broad policy or program objectives are fulfilled. Findings and recommendations are normally accepted without significant change.

#### **Factor 3 – Guidelines**

**Level 3-5; 650 pts.**

Guidelines consist of Federal laws, regulations, and directives, Agency and OW policies, basic administrative policy statements concerning the issues or problems being studied, and may include reference to pertinent legislative history, related court decisions, State and local laws, or policy initiatives of Agency management. The employee uses judgment and discretion in determining intent and in interpreting existing policy and regulatory guidance for use by others within and outside the organization. The employee is recognized as an expert in the development and/or interpretation of guidance on program planning and evaluation in a specialized area.

#### **Factor 4 – Complexity**

**Level 4-6; 450 pts.**

The work consists of the analysis of broad functions and processes which may affect all Office operations. Plans, organizes, and completes analytical studies involving the substance of key Agency programs that will enhance the ability of the Office to implement regulatory mandates, measure their effectiveness and enact change to processes as necessary. There is extreme difficulty in identifying the

nature of the issues or problems and in planning, organizing, and determining the scope and depth of the study. The nature and scope of issues are largely undefined. Difficulty is also encountered in separating the substantive nature of programs or issues into their components and determining the nature and magnitude of the interactions, and in discerning the intent of legislation and policy statements and determining how to translate the intent into program actions.

**Factor 5 - Scope and Effect**

**Level 5-6; 450 pts.**

Performs very broad and extensive work assignments related to Agency programs which are of significant interest to the public and Congress. The programs typically cut across or strongly influence a number of Agencies. In many cases, studies are of major importance to each of several Departments and Agencies, and there may be disagreements about which Department, Agency, or Program Office within EPA has primary responsibility for significant aspects of the function. Studies frequently involve extensive problems of coordination in fact-finding and in reviewing and testing recommendations in interested Agencies or with outside groups.

Recommendations involve highly significant programs or policy matters and may have an impact on several Departments or Agencies and may result in substantial redirection of Federal efforts or policy related to major national issues. Results of work are critical to the mission of the Agency or affect large numbers of people on a long-term, continuing basis.

**Factor 6 - Personal Contacts**

**Level 6-4; 110 pts.**

Personal contacts are with high-ranking officials both inside and outside of the Agency, including the highest levels of Agency leadership, professional and administrative personnel throughout EPA and Agency and Office stakeholders. Contacts are also with persons outside the Agency which may include Congressional contacts, political officials, consultants, contractors or business executives. Contacts include the head of the Agency, Office and program officials at all managerial levels.

**Factor 7 - Purpose of Contacts**

**Level 7-d; 220 pts.**

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant or controversial matters including recommendations affecting major programs. Incumbent has responsibility to influence managers or other officials to accept and implement findings and recommendations. Contacts typically have diverse viewpoints, goals, or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

**Factor 8 - Physical Demands**

**Level 8-1; 5 pts.**

The work is primarily sedentary, although some light physical effort may be required.

**Factor 9 - Work Environment**

**Level 9-1; 5 pts.**

Work is typically performed in an adequately lighted and climate-controlled office. May require occasional travel.

**Total Points: 4090**

**GS-15 Grade Range: 4055 – up**